

# **Human Resources Employee's Guide to Online Performance Evaluations**

**UAMS  
Enterprise**



## Table of Contents

Performance Management Overview and Definitions.....	4
Rating Systems .....	5
Unit 1: Logging into the Employee Self Service Program .....	8
Unit 2: Employee Online Self-Evaluation .....	12
Unit 3: Employee Final Review & Online Sign Off .....	21
Unit 4: Employee Online 90 Day Evaluation Review & Sign Off.....	24
Employee Instruction Sheet .....	28

### Overview

The new UAMS online employee performance evaluation system has been developed to provide a consistent, objective method for evaluating performance across the institution in support of the UAMS mission to improve the health, health care, and well-being of Arkansans and of others in the region, nation and the world. Managers/Supervisors will conduct mandatory, annual employee evaluations using an online system that provides a method for measuring job performance, identifying strengths and areas for improvement, coaching and development and recognizing achievements.

This manual is designed to provide you, the employee, with the knowledge to complete your online annual employee self-evaluation and 90 day evaluation.

**Requirements:** You must have a UAMS domain id and password to log into the Employee Self Service (ESS) program. If you do not have a domain id or are unsure if you have one, please contact the UAMS Help Desk at 686-8555 for assistance. ESS can be accessed from any computer.

### Definitions:

**Manager/Supervisor** – Is your direct manager and/or supervisor who will score and review your evaluation with you.

**In Preparation** – This is first phase of the evaluation process and the status given during the initial set up of your evaluation. The evaluation dates are confirmed and if applicable, substitute Manager/Supervisors assigned.

**In Planning** – The second phase of the evaluation process. The Manager/Supervisor and/or substitute are creating or editing the evaluation. During this phase, your Manager/Supervisor will review your evaluation period, major job responsibilities, and expectations with you. If applicable, you and your Manager/Supervisor may set goals at this time.

**In Review** – When you receive an email notification to complete your self-evaluation, this will be the status until the self-evaluation is completed.

**In Process** – This is the fourth phase of the evaluation process. The Manager/Supervisor will score or is in the process of scoring your evaluation and adding comments where needed.

**Sub-Status 'Employee Verification** – This is where you review the scores and comments, then agree or disagree with the evaluation and add your final comments.

**Completed** – The evaluation scoring process is completed. The Manager/Supervisor has reviewed the evaluation with you. You have signed off that your Manager/Supervisor has reviewed the evaluation with you and you have entered your final comments.

**Valid Dates** – The starting and ending dates for your evaluation period. Example – If your hire date is 2-16-11, the valid dates for your first annual evaluation would be 2-16-11 to 2-15-12.

## Rating Systems

### UAMS 90 Day Performance Evaluation Rating System

The 90 Day performance evaluation system will utilize the following four (4) rating categories to determine overall scores of employee performance. This form will be used by all UAMS employees, both classified and non-classified.

#### **(4) Exceeds Standards**

Performance was clearly exceptional and greatly exceeded the standards and expectations of this position.

#### **(3) Above Average**

Performance exceeded the standards and expectations of this position.

#### **(2) Satisfactory**

Performance met the minimum standards and expectations of this position.

#### **(1) Unsatisfactory**

Performance was significantly below the minimum standards and expectations of this position.

## **UAMS and RN Performance Evaluation Rating System**

The performance evaluation system will utilize the following four (4) rating categories to determine overall scores of employee performance and potential award increases. This system is used for both classified and non-classified UAMS employees with the exception of Faculty.

### **(4) Exceeds Standards**

Performance consistently exceeds position requirements and management expectations.

Resourcefulness and depth of knowledge are the highest quality. Job responsibilities are accomplished in an exceptional manner with minimal direction. Performance is characterized by taking initiative, regularly going beyond what is expected, and excellent outcomes.

### **(3) Above Average**

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee consistently demonstrates above average skills and abilities. Tasks are accomplished in a highly effective manner with limited guidance and direction.

### **(2) Satisfactory**

Overall performance meets work objectives and management expectations. Improvement and/or development may be needed in specific areas to fully meet all performance expectations. Employee demonstrates adequate knowledge of job duties and most responsibilities are accomplished with normal supervisory guidance/direction.

### **(1) Unsatisfactory**

Performance does not consistently meet defined management expectations and job standards. The employee is not doing the job at the level expected for this position. Employee requires frequent guidance/direction, close supervision, and/or redoing work. Improvement and/or development are necessary.

### **UAMS Faculty Performance Evaluation Rating System**

The performance evaluation system will utilize the following four (4) rating categories to determine overall scores of employee performance and potential award increases. This system is used for all faculty.

#### **(4) Significantly Exceeds Expectations**

Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are the highest quality. Job responsibilities are accomplished in an exceptional manner with minimal direction. Performance is characterized by taking initiative, regularly going beyond what is expected, and exemplary outcomes. Contributions make significant impact beyond the department, e.g., college, university, community, profession, etc.

#### **(3) Exceeds Expectations**

On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee consistently demonstrates above average skills and abilities. Tasks are accomplished in an effective manner with limited guidance and direction. Contributions make significant impact on the department or program.

#### **(2) Meets Expectations**

Overall performance meets work objectives and management expectations. Improvement and/or development may be needed in specific areas to fully meet all performance expectations. Employee demonstrates adequate knowledge of job duties and most responsibilities are accomplished with normal supervisory guidance/direction.

#### **(1) Needs Improvement**

Performance does not consistently meet defined management expectations and job standards. The employee is not doing the job at the level expected for this position. Employee requires frequent guidance/direction, close supervision, and/or re-doing work. Improvement and/or development are necessary.

## Unit 1: Logging into the Employee Self Service Program

### Objective

Locate and log into the Employee Self Service (ESS) program.

You, the employee, will need access to a computer that can connect to the internet and has Internet Explorer installed.

**Note:** Before you begin this process you must have a UAMS domain id and password to log into Employee Self Service (ESS). If you do not have a domain id or are unsure if you have one, please contact the UAMS Help Desk at 686-8555 for assistance.


### Lesson 1: Employee Logging into the ESS program

This lesson shows you how to locate the link to the ESS program, how to log into it and navigate to your evaluation documents.

**NOTE:** ESS requires either Internet Explorer, version 10 or below, or Mozilla Firefox to properly function.

**Step 1:** Open a web browser to <https://enterprise.uams.edu/irj/portal>

**Step 2:** This opens the SAP NetWeaver Log on screen. Log into ESS using the same username and password you use to log into your computer each day.



UAMS  
UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

UAMS Domain ID \*

Password \*

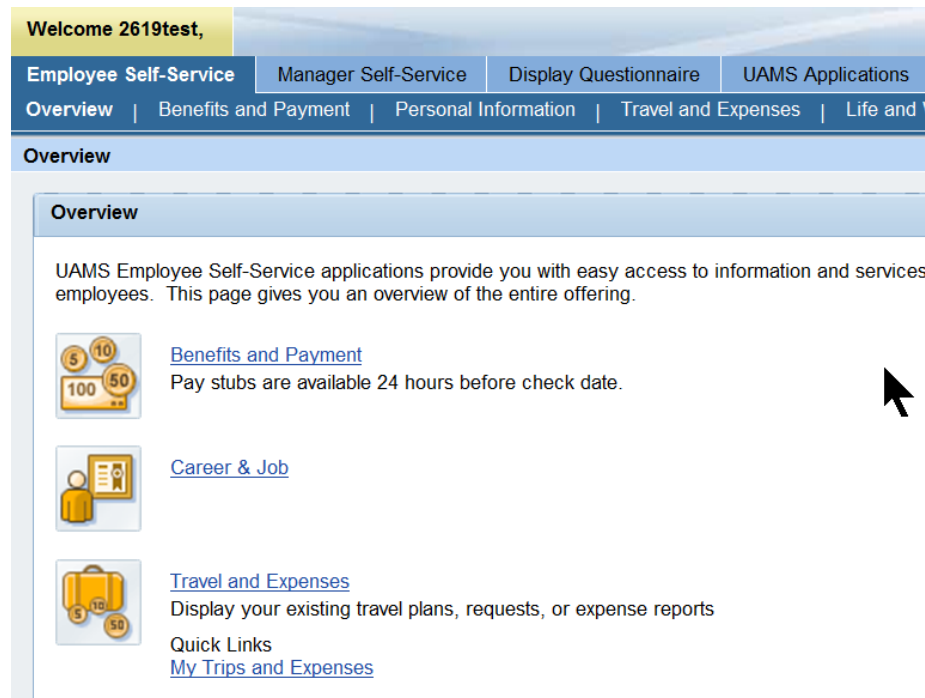
Log On

WELCOME TO SAP EMPLOYEE SELF SERVICE

Copyright © UAMS. All Rights Reserved.

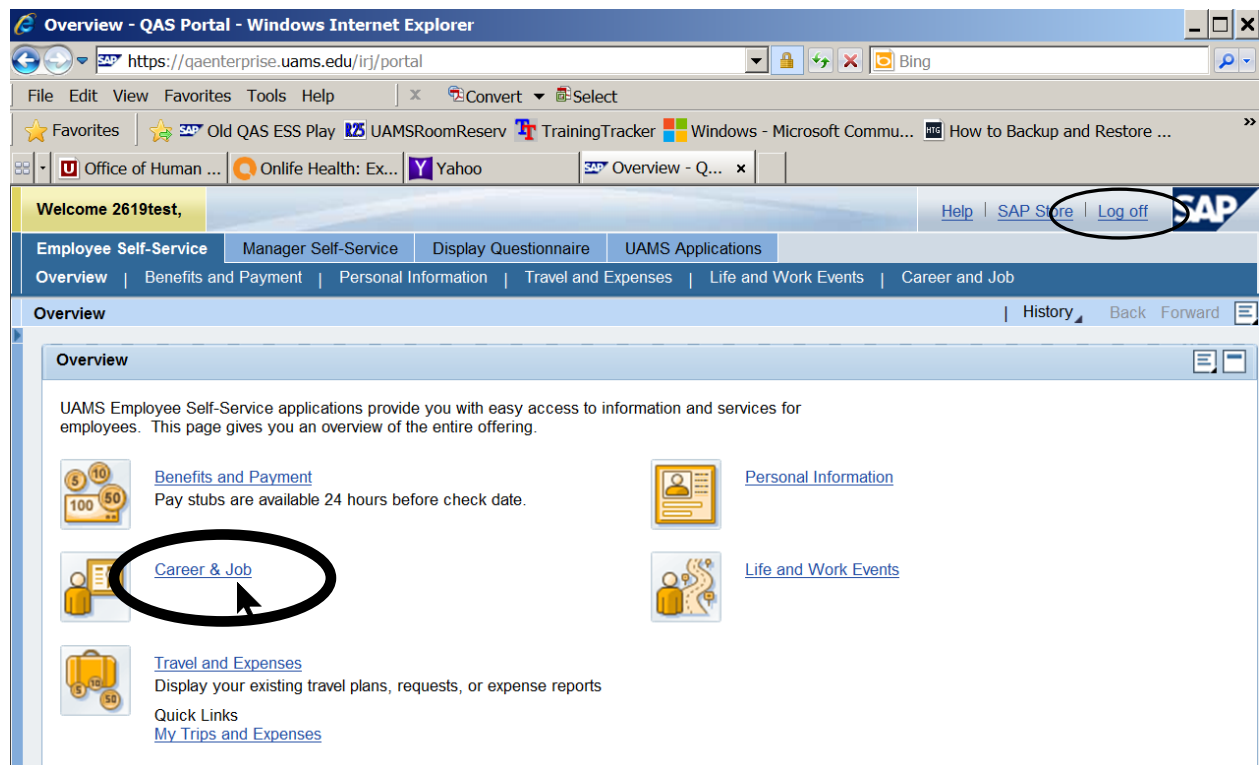


**Step 3:** This opens the main Employee Self-Service page. You may have different tabs showing across the top than the ones showing in the screen shot blow, this is alright.



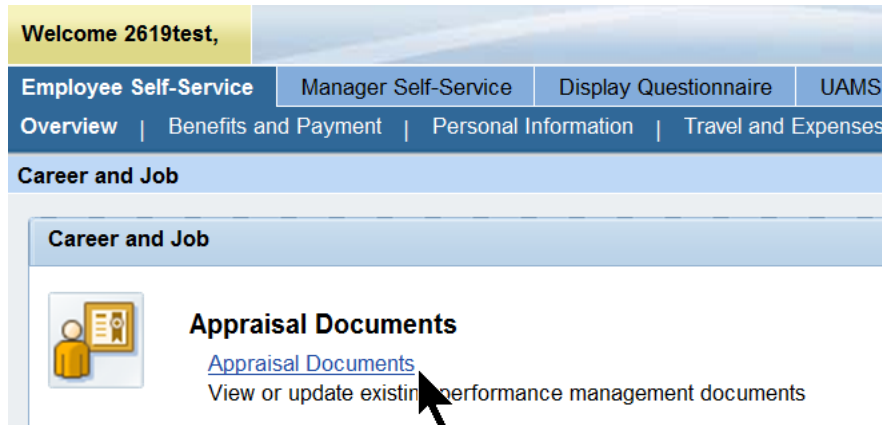
If you need to log out of ESS, click on the blue underlined words 'Log off' in the upper right of the window to the left of the SAP logo. Otherwise, continue to Step 4.

**Step 4:** Click on the 'Career and Job' link to the left about half way down your screen.

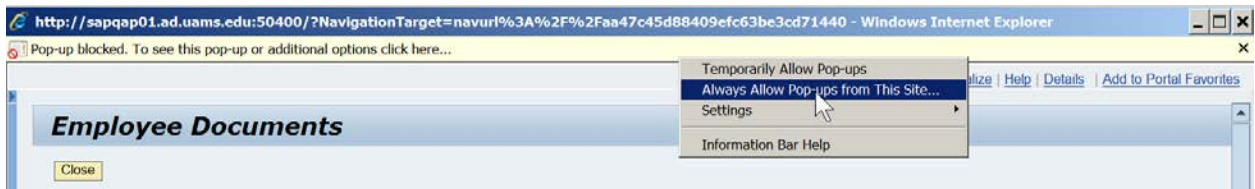


This opens the Career and Job screen.

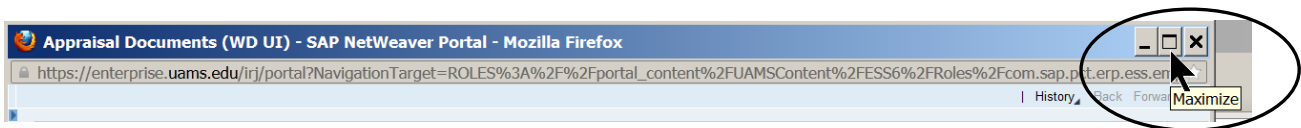
**Step 5:** Click on the blue underlined words 'Appraisal Documents'.



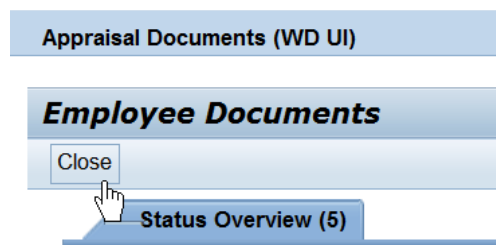
**Note:** Employee evaluations require pop-up capabilities. If a new window does not open it may have been blocked by a pop-up blocker. A notification usually appears at the top of the window, right click on the message line, and select the words, 'always allow pop-ups from this site'. If this doesn't work, hold down the control key on your keyboard and click on the blue underlined words 'Appraisal Documents', again. If this does not work, please contact Herta Jesse at 526-5998 or [hriesse@uams.edu](mailto:hriesse@uams.edu), or 'Ask HR' at 686-5650.



**Note:** Maximize this window and any others that open during this process. Do this by clicking on the maximize icon in the upper right of the screen, to the left of the 'X'. Maximizing each screen allows you to view more of your evaluation.



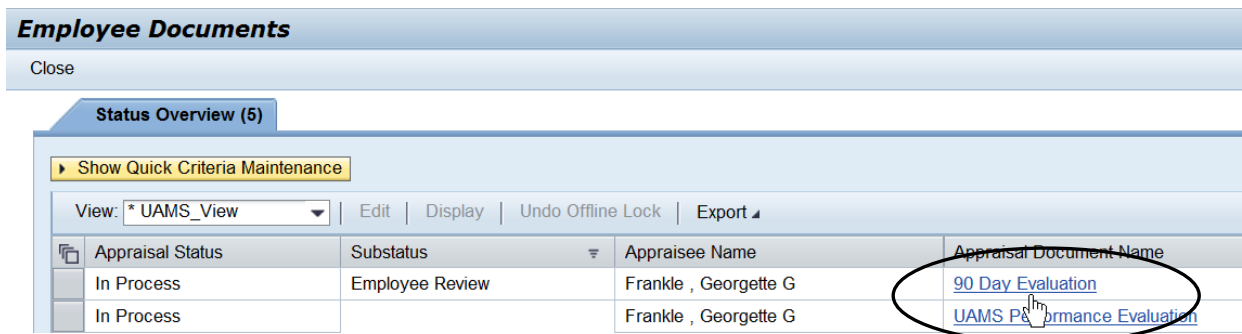
**Step 6:** A new window opens titled 'Appraisal Documents' and under these words are the words 'Employee Documents'. Maximize this window.



Note: Use the 'Close' box directly under 'Employee Documents' in the top left when closing this window.

**Step 7:** Locate the evaluation in the table below, which will have a status of 'In Review' and the current evaluation dates in the 'Period' and 'to' columns. Your assigned evaluation is titled 'UAMS Performance Evaluation', or 'Faculty Performance Evaluation', or 'UAMS RN Evaluation' or '90 Day Evaluation'. The process is the same for all three annual evaluations.

In the column titled 'Appraisal Document Name' move your mouse pointer over the blue underlined words of the title of your evaluation until it turns into a hand. While it is still a hand, click to open the evaluation.



Employee Documents			
Close			
Status Overview (5)			
Show Quick Criteria Maintenance			
View: * UAMS_View   Edit   Display   Undo Offline Lock   Export			
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name
In Process	Employee Review	Frankle , Georgette G	<a href="#">90 Day Evaluation</a>
In Process		Frankle , Georgette G	<a href="#">UAMS Performance Evaluation</a>

The following are links. Hold down to Ctrl key and click on the link and you will be taken to those instructions.

Directly below are links and information to help you with your next step. Hold down the Ctrl key and click on the link and you will be taken to where it references in the document.

[If you need to complete your self-evaluation for an annual evaluation, please continue to Unit 2 on page 12.](#)

[If you need to sign off on your evaluation please continue to Unit 3 on page 26.](#)

[If you need to sign off on your 90 day evaluation please continue to Unit 4 on page 29.](#)

## Unit 2: Employee Online Self-Evaluation

### Objective

All employees are required to complete a self-evaluation on their annual evaluation. This unit gives you the steps to complete the process of scoring yourself, adding comments, and/or attachments in your online evaluation.

### Lesson 1: Completing a Self-Evaluation

This lesson provides you with the steps to score yourself in your online self-evaluation.

**Note:** If at any time during your ESS session, you receive the error message 'Error while processing your request!' close all ESS windows, except for the main ESS window and then click on 'Log off'. This is located in the upper right corner of the window to the left of the blue and white SAP logo. Now you can log in again. Do not click on the 'X' in the upper right hand corner of the page to close this program always use 'Log off'.



Please refer to Unit 1 on page 8 for instructions on how to reach this point.

**Step 1:** In the 'Employee Documents' table locate the evaluation, which will have a status of 'In Review' and the current evaluation dates in the 'Period' and 'to' columns.

Your assigned evaluation is titled 'UAMS Performance Evaluation',

or 'Faculty Performance Evaluation,'

or 'UAMS RN Evaluation'

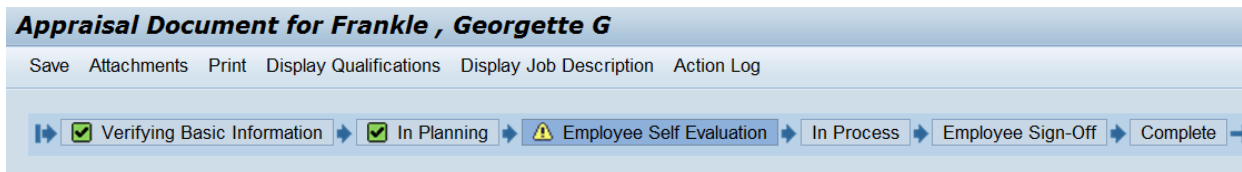
or '90 Day Evaluation'.

The process is the same for all three annual evaluations.

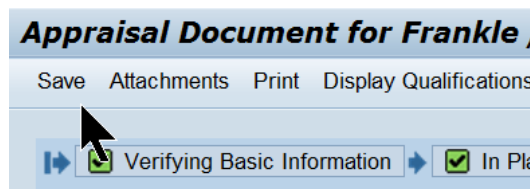
In the column titled 'Appraisal Document Name' move your mouse pointer over the blue underlined words of the title of your evaluation until it turns into a hand. While it is still a hand, click to open the evaluation.

Employee Documents				
Close				
Status Overview (5)				
Show Quick Criteria Maintenance				
View: * UAMS_View   Edit   Display   Undo Offline Lock   Export				
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name	
In Process	Employee Review	Frankle , Georgette G	90 Day Evaluation	
In Review		Frankle , Georgette G	UAMS Performance Evaluation	
In Planning		Frankle , Georgette G	UAMS RN Faculty Evaluation	

A new window titled 'Appraisal Document for YOUR NAME' will appear. This is your appraisal document. Maximize this window.

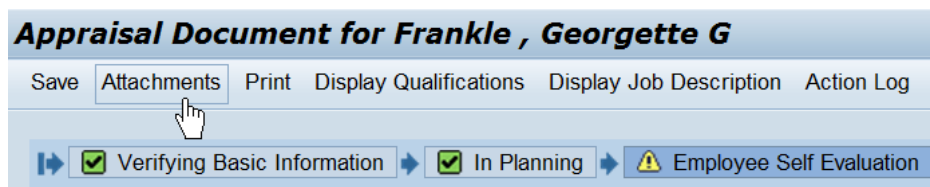


**Step 2:** Under the evaluation name you have several boxes. Starting from the left you have a 'Save' box. At any time you can save your work by clicking on 'Save'. Please do this often, especially as interruptions occur.

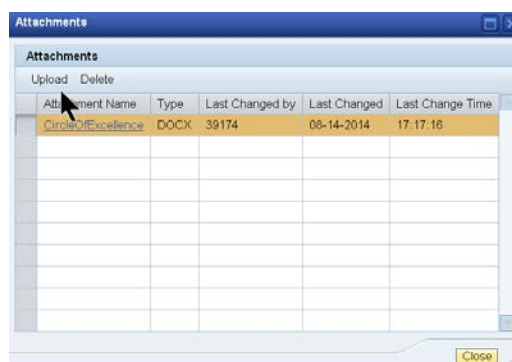


**Step 3:** The next box is titled 'Attachments'. You can add attachments to support your scores and/or comments.

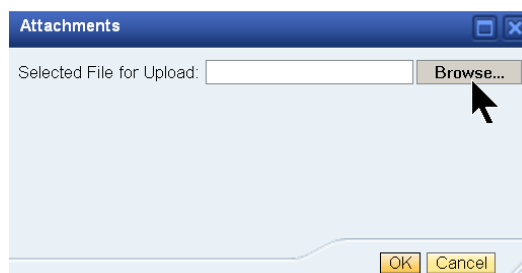
**Step 3a:** If you have no attachments skip to **Step 3 on page 14**. To add attachments, such as accomplishments, certificates, and typed notes, click on the 'Attachments' box.



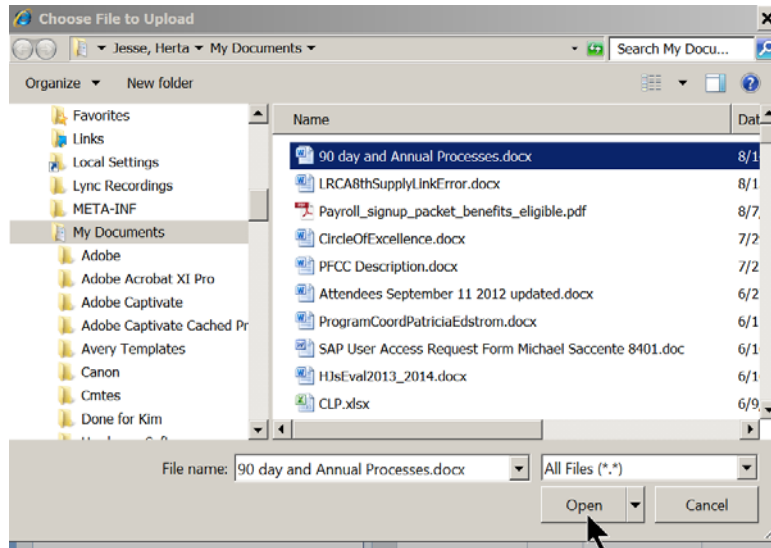
**Step 3b:** The 'Attachments' window appears, click 'Upload'.



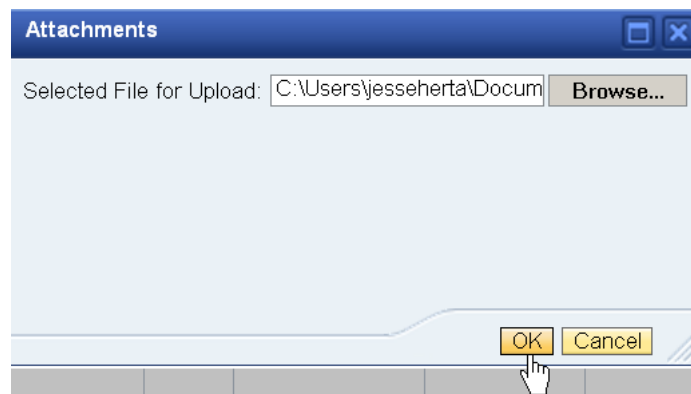
**Step 3c:** Another window opens titled 'Attachments', click 'Browse'.



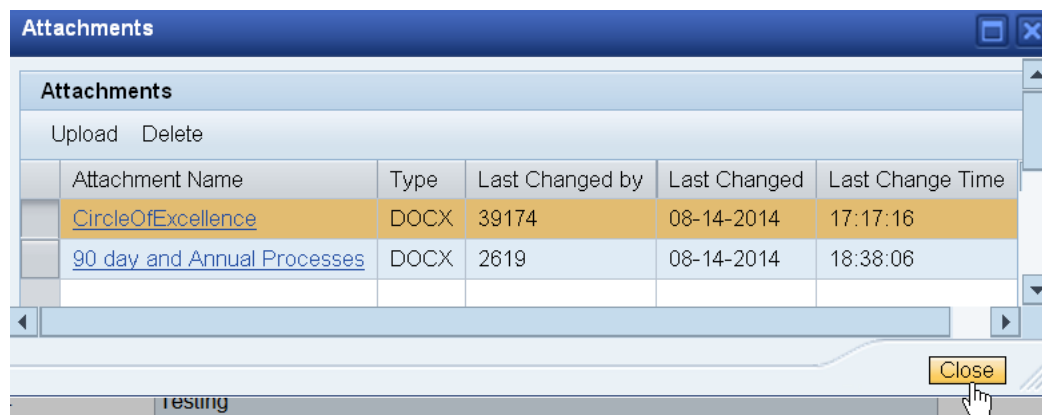
**Step 3d:** A window titled 'Choose File to Upload' opens. Locate and click on the file you want to attach, then click 'Open'.



**Step 3e:** The file you chose to attach will show in the 'Selected File for Upload' box, click 'OK'.



**Step 3f:** The previous window closes and you are taken back to the other 'Attachments' window. If you want to attach another file click 'Upload' again, otherwise click 'Close'.



**It is not recommended** you use the print box. It will print the full document including some programming language. However, you have access to your evaluation 24 hours a day, 7 days a week by using the ESS program.

The 'Display Qualifications' & 'Display Job Description' are not populated for all employees. If populated you can view the minimum requirements for your position and your job description.

**Step 4:** Click on the 'Action Log' box. A window opens which displays who did what to this evaluation and when. Click 'OK' to close the report.

Action Log			
Action	User	Date	Time
Appraisal document created	Herta Jesse	08-11-2014	17:19:15
Appraisal document displayed	Herta Jesse	08-11-2014	17:27:16
Appraisal document displayed	Herta Jesse	08-11-2014	17:40:18
Appraisal document status set to 'In Planning'	Herta Jesse	08-11-2014	17:54:30

The status bar is next. The status of the evaluation is noted by a caution sign with an exclamation point. The evaluation must be in the status of 'Employee Self Evaluation' for you to complete your self-evaluation.

**Appraisal Document for Frankle , Georgette G**

Save Attachments Print Display Qualifications Display Job Description Action Log

☒ Verifying Basic Information
 → ☒ In Planning
 → ☒ **Employee Self Evaluation**
→ In Process
 → Employee Sign-Off
 → Complete

**'Faculty Performance Evaluation'**

**'UAMS Performance Evaluation'**

**'RN Performance Evaluation'**

This process is the same for all annual evaluations.

To the left under the 'Process Description' section, you have instructions, the evaluation ratings, and their definitions for reference. The ratings are different for some evaluations. This information is viewable when changing tabs.

**Appraisal Document for Frankle , Georgette G**

Save Attachments Print Display Qualifications Display Job Description Action Log

☒ Verifying Basic Information
 → ☒ In Planning
 → ☒ **Employee Self Evaluation**
→ In Process
 → Employee Sign-Off

**Process Description**

Info

→ Employee Self Evaluation  
Perform Self Evaluation

Definition of 'others' includes all patients, family members. UAMS quests. co-

**Administrative Data**

UAMS Performance Evaluation UAMS Core Competencie:

**UAMS Performance Evaluation  
Evaluation Summary**

**Step 5:** Under the 'Administrative Data' section, the first tab is the title of the evaluation template used:  
'Faculty Performance Evaluation'  
'UAMS Performance Evaluation'  
'RN Performance Evaluation'

The first box on this tab is titled 'Performance Score', which is the overall evaluation score and is automatically calculated from the scores your Manager/Supervisor selects. The next box is the 'Note Overall Evaluator Comments' box. Your Manager/Supervisor can enter final notes in this box while meeting with you before you sign off and complete your evaluation. The third box is titled 'Note Employee Job Title', be sure this is the correct job title for you. You may also see the job summary in this box.

The screenshot shows the 'Administrative Data' tab selected, with 'UAMS Performance Evaluation' and 'UAMS Mission and Values (30%)' as sub-tabs. The 'UAMS Performance Evaluation' section is active, displaying an 'Evaluation Summary' with three input fields: 'Performance Score', 'Note Overall Evaluator Comments', and 'Note Employee Job Title'. The 'Note Employee Job Title' field is populated with 'Human Resources Analyst' and a description of the role.

**Administrative Data**

UAMS Performance Evaluation    UAMS Mission and Values (30%)

**UAMS Performance Evaluation**

**Evaluation Summary**

Performance Score:

Note Overall Evaluator Comments:

Note Employee Job Title:   
The Human Resources Analyst is responsible for developing, implementing, and analyzing agency/institution human resources program goals and

**Step 6:** Click on the second tab titled 'UAMS Core Competencies', some of the previous templates use 'UAMS Mission and Values' or 'Circle of Excellence'. You will give yourself an evaluation score for each section and subsection on this tab. Use the scroll bar on the right to move down and view the entire tab.

The screenshot shows the 'UAMS Core Competencies (30%)' tab selected. The section is titled '1 UAMS Core Competencies (30%)' and 'This tab is worth 30% of the overall score'. The first competency, '1. Dignity and Respect', is shown with a 'Performance Score' input field. Below it, the subsection '1.1 : Treats others with dignity and respect.' is displayed, with 'Performance Score' and 'Employee Self Score' input fields, both currently showing 'No value'.

**Administrative Data**

UAMS Performance Evaluation    **UAMS Core Competencies (30%)**

**1 UAMS Core Competencies (30%)**

**This tab is worth 30% of the overall score**

**1. Dignity and Respect**

Performance Score:

**1.1 : Treats others with dignity and respect.**

Performance Score:

Employee Self Score:



**Step 7:** The white boxes are the ones which you have access. Click on the drop down arrow to the right of 'Employee Self Score', point to and click on the score.

**Administrative Data**

UAMS Performance Evaluation    **UAMS Core Competencies (30%)**

**1 UAMS Core Competencies (30%)**  
**This tab is worth 30% of the overall score**

**1. Dignity and Respect**

Performance Score:

1.1 :  
**Treats others with dignity and respect.**

Performance Score:

Employee Self Score:

1.2 :  
**Listens to the diverse perspectives of others.**

Performance Score:

Employee Self Score:

1 Unsatisfactory  
2 Satisfactory  
3 Above Average  
4 Exceeds Standards

**Step 8:** At the end of each section you have a 'Note Employee Comments' box to type in your comments supporting the scores you gave yourself for the current section. Your text is not limited to the size of the window. There are four sections on this tab.

**1.4 Credibility and Integrity**  
Demonstrates credibility and integrity in working towards the common good of the university.

Weighting:

Performance Score:

Employee Self Score:

Note Evaluator Comments:

Note Employee Comments:

**2 Respect**  
We embrace a culture of professionalism with respect for the dignity of all persons, honoring

**Step 9:** As you score your evaluation and add comments click on the 'Save' box at the top left. It is recommended that you save after you complete each section.

**Appraisal Document**

Save    Attachments    Print

☒ Data was not changed

**Step 10:** Click on the 'Performance Expectations' tab. The 'Performance Score' box will total after the manager scores your evaluation. This tab is 70% or 80% of the overall job performance score. Continue to rate yourself for each section on this tab and add any comments in the 'Note Employee Comments' boxes located at the end of each section. Use the scroll bar on the right to view the entire tab if needed.

**Administrative Data**

UAMS Performance Evaluation | UAMS Core Competencies (30%) | **Performance Expectations (70%)**

**5 Performance Expectations (70%)**  
This tab is worth 70% of the overall score

Performance Score:

**5.1 Job Responsibility/Standard**

Note Job Responsibility:  
Job Responsibility

Note Standard:  
Standard

Performance Score:

Employee Self Score:

Note Evaluator Comment:   
 1 Unsatisfactory  
 2 Satisfactory  
 3 Above Average  
 4 Exceeds Standards

Note Employee Comments:

**Step 11:** Click on the 'Goals for The Year' tab. The 'Goals for the Year' tab reflects the goals that you and your Manager/Supervisor set at the beginning of the evaluation period for you to work on over the year. You will note if you 'Did not meet', 'Partially Met', or 'Met' your goals for the year. In each section click on the drop down arrow to the right of the words 'Employee Comments' and point to and click on the your selection and then add any notes to the 'Note Employee Comments' box in each section.

**Administrative Data**

UAMS Performance Evaluation | UAMS Core Competencies (30%) | Performance Expectations (70%) | **Goals for the Year**

**6 Goals for the Year**

**6.1 Goals for the Year**

Note Goals/Objective Setting:  
First Goal

Evaluator Comments:

Note Evaluator Comments:

Employee Comments:   
 No value  
 Did not meet  
 Partially Met  
 Met

Note Employee Comments:

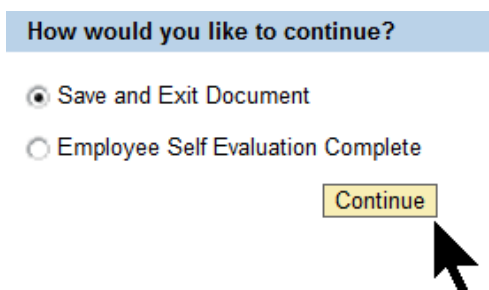
**6.2 Goals for the Year**

Note Goals/Objective Setting:  
Second Goal

Complete and/or review your scores and comments on each tab and then add any additional comments in the 'Note Employee Comments' boxes.

**Note:** You will not make a selection on the 'Employee Verification' tab at this time. You will complete this after you meet with your Manager/Supervisor and they send it to you for your sign-off.

**Step 12:** Under the 'Process Description' section' on the left of your screen, scroll down until you see the words 'How would you like to continue?'. If you have not completed your self-evaluation and/or want to revisit it later, click in the circle to the left of the words 'Save and Exit Document', then click 'Continue'. This window updates and closes keeping the status of the evaluation as 'In Review'.



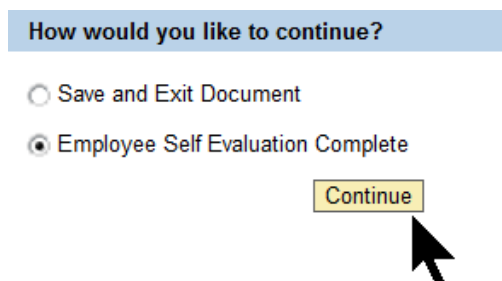
How would you like to continue?

☒ Save and Exit Document

☐ Employee Self Evaluation Complete

Continue

If you have completed your self-evaluation, click in the circle to the left of the words 'Employee Self Evaluation Complete', then click 'Continue'. This window updates and closes. When this happens, your Manager/Supervisor will receive an automated email via Outlook stating you have completed your self-evaluation.



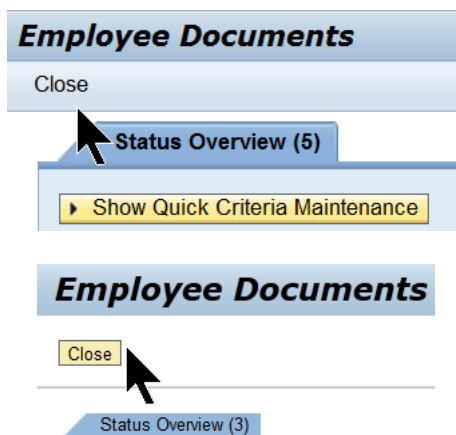
How would you like to continue?

☐ Save and Exit Document

☒ Employee Self Evaluation Complete

Continue

**Step 13:** Click on the 'Close' box in the upper left of the 'Employee Documents' window to close and exit this window.



**Employee Documents**

Close

Status Overview (5)

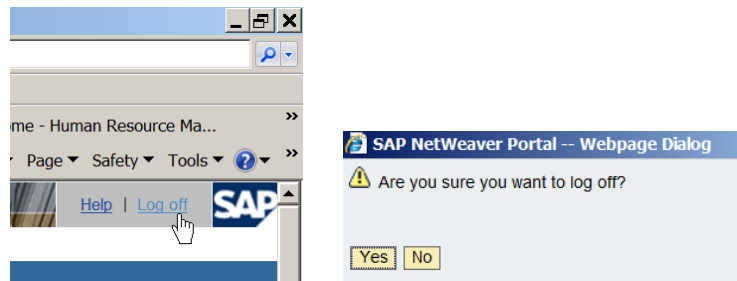
Show Quick Criteria Maintenance

**Employee Documents**

Close

Status Overview (3)

**Step 14:** You are now back to the main ESS window. In the upper right of the window, to the left of the blue SAP logo, click on the blue underlined words 'Log off'. A confirmation window will appear, click on the 'Yes' box. You are logged out of the ESS program.



You will have a meeting with your Manager/Supervisor to review and discuss your evaluation. Once this meeting is completed, you will continue to Unit 3.

## Unit 3: Employee Final Review & Online Sign Off

### Objective

You will need access to a computer that has web capability. You will have received your Employee Sign Off notification by email via Outlook and/or by your Manager/Supervisor.

You will have a chance to review your online evaluation. You will agree or disagree with the evaluation, add any final comments, and then sign off confirming that you have reviewed the evaluation with your Manager/Supervisor.

### Lesson 1: Employee verifies that your Manager/Supervisor reviewed your evaluation with you.

This lesson provides you with the steps to electronically sign-off, verifying that your Manager/Supervisor reviewed your evaluation with you.

Please refer to Unit 1 on page 8 for instructions on how to reach this point.

**Step 1:** Locate the evaluation that needs your final sign off. This evaluation will have a status of 'In Process' with a sub-status of 'Employee Review' in the second column.

**Step 2:** In the 'Appraisal Document Name' column, click on the blue underlined words of your assigned evaluation document title.

Employee Documents

Close

Status Overview (5)

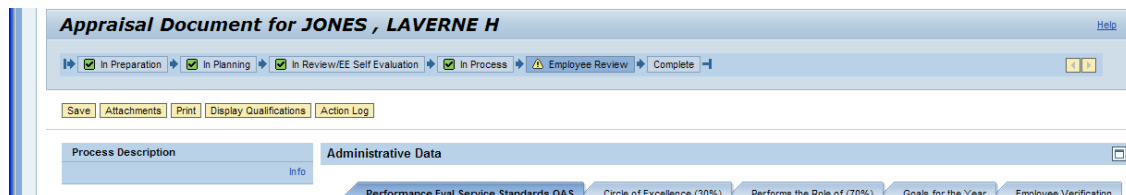
Show Quick Criteria Maintenance

View: UAMS\_View

Edit | Display | Undo Offline Lock | Export

Appraisal Status	Substatus	Appraiser Name	Appraisal Document Name	Period
Completed		Frankle , Georgette G	<a href="#">90 Day Evaluation</a>	05-31-2014
In Planning			<a href="#">UAMS Faculty Evaluation</a>	01-01-2014
In Planning			<a href="#">UAMS RN Evaluation</a>	01-01-2014
In Process	Employee Review		<a href="#">90 Day Evaluation</a>	05-31-2014
In Process	Employee Review		<a href="#">UAMS Performance Evaluation</a>	01-01-2014

This opens another web window titled 'Appraisal Document for 'YOUR NAME'.



The screenshot shows a web application titled "Appraisal Document for JONES, LAVERNE H" with a "Help" link. Below the title is a progress bar with steps: In Preparation, In Planning, In Review/EE Self Evaluation, In Process, Employee Review (highlighted), and Complete. Below the progress bar are buttons: Save, Attachments, Print, Display Qualifications, and Action Log. The main content area is divided into two tabs: "Process Description" (selected) and "Administrative Data". The "Process Description" tab shows a "Performance Eval Service Standards QAS" section with a "Circle of Excellence (30%)" and a "Performs the Role of (70%)" section. The "Administrative Data" tab shows "Goals for the Year" and "Employee Verification".

**Step 3:** Click on the last tab titled 'Employee Sign-Off'. Locate the words 'Employee Sign-Off'. In the box to the right click on the drop down arrow and select your response. Type any final comments concerning this evaluation in the 'Note Employee Sign-Off' box.

**Note:** After you complete 'Step 4', the evaluation will be closed and you will not be able to add any comments or documents.

**Appraisal Document for Frankle, Georgette G**

Save Attachments Print Display Qualifications Display Job Description Action Log

Verifying Basic Information In Planning Employee Self Evaluation In Process **Employee Sign-Off** Complete

**Process Description**

Employee Sign-Off  
By selecting 'Save and Exit' below, the current entries will be saved and you will exit the document.  
Selecting 'Employee Sign-Off' will complete this evaluation.

**How would you like to continue?**

☐ Save and Exit Document  
☒ Employee Sign-Off

**Administrative Data**

UAMS Performance Evaluation UAMS Core Competencies (30%) Performance Expectations (70%) Goals for the Year **Employee Sign-Off**

**7 Employee Sign-Off**  
By choosing employee sign-off, you confirm that you have reviewed the evaluation with your Manager/Supervisor and agree the performance evaluation was conducted. Your sign-off indicates that you agree or disagree with the evaluation. If desired, comments and explanations may be added to the 'Employee Sign-Off' comment box and additional information may be added to this evaluation.

Employee Sign-Off: \* Select a value  
Note Employee Sign-Off: Select a value  
Agree  
Disagree

**Continue**

**Step 4:** Your final sign off is located on the left side of the screen under the 'Process Description' section. Locate the words 'How would you like to continue?'. Click in the circle to the left of the words 'Employee Sign-Off', then click 'Continue'.

**Appraisal Document for Frankle, Georgette G**

Save Attachments Print Display Qualifications Display Job Description Action Log

Verifying Basic Information In Planning Employee Self Evaluation In Process **Employee Sign-Off** Complete

**Process Description**

Employee Sign-Off  
By selecting 'Save and Exit' below, the current entries will be saved and you will exit the document.  
Selecting 'Employee Sign-Off' will complete this evaluation.

**How would you like to continue?**

☐ Save and Exit Document  
☒ Employee Sign-Off

**Administrative Data**

UAMS Performance Evaluation UAMS Core Competencies (30%) Performance Expectations (70%) Goals for the Year **Employee Sign-Off**

**7 Employee Sign-Off**  
By choosing employee sign-off, you confirm that you have reviewed the evaluation with your Manager/Supervisor and agree the performance evaluation was conducted. Your sign-off indicates that you agree or disagree with the evaluation. If desired, comments and explanations may be added to the 'Employee Sign-Off' comment box and additional information may be added to this evaluation.

Employee Sign-Off: \* Agree  
Note Employee Sign-Off:

**Continue**

If you receive the following message check the selection on the 'Employee Sign-off' tab. It must read either agree or disagree.

**Appraisal Document for Frankle, Georgette G**

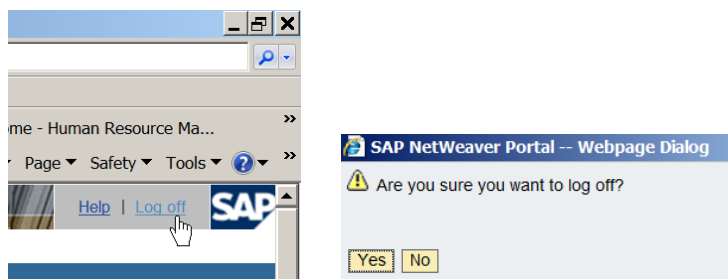
Save Attachments Print Display Qualifications Display Job Description Action Log

Define mandatory value of element 'Employee Sign-Off' in column Employee Sign-Off

**Step 5:** The window updates and closes. An email is automatically sent via Outlook to your Manager/Supervisor informing them that your sign-off is complete. You are returned to the 'Employee Documents' window. Notice that in the 'Appraisal Status' column the Appraisal Status shows 'Completed'. Click on the 'Close' in the upper left of your screen to exit this window.

Employee Documents			
Close			
Status Overview (5)			
Show Quick Criteria Maintenance			
View: * UAMS_View   Edit   Display   Undo Offline Lock   Export			
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name
In Process	Employee Review	Frankle , Georgette G	<a href="#">90 Day Evaluation</a>
Completed			<a href="#">UAMS Performance Evaluation</a>

**Step 6:** You are now back to the main ESS window. In the upper right of the window, to the left of the blue SAP logo, click on the blue underlined words 'Log off'. A confirmation window will appear, click 'Yes'. You are logged out of the ESS program.



Congratulations, you have completed your evaluation for this year.

## Unit 4: Employee Online 90 Day Evaluation Review & Sign Off

### Objective

You will have a meeting with your Manager/Supervisor to discuss your online 90 Day Evaluation. The Manager/Supervisor will then electronically send the online 90 Day Evaluation to you for your sign off confirming you both have met and discussed the evaluation.

You, the employee, will need access to a computer that can connect to the internet and has Internet Explorer installed. You will receive your sign off notification via Outlook and/or by your Manager/Supervisor.

**Note:** Before you begin this process you must have a UAMS domain id and password to log into Employee Self Service (ESS). If you do not have a domain id or are unsure if you have one, please contact the UAMS Help Desk at 686-8555 for assistance.

Please refer to Unit 1 on page 8 for instructions on how to reach this point.

### Lesson 1: Employee online sign off on your 90 Day evaluation

This lesson provides you with the steps to electronically sign off verifying that your Manager/Supervisor reviewed your 90 day evaluation with you.

Your sign off must be completed before your 90<sup>th</sup> day of employment with UAMS.

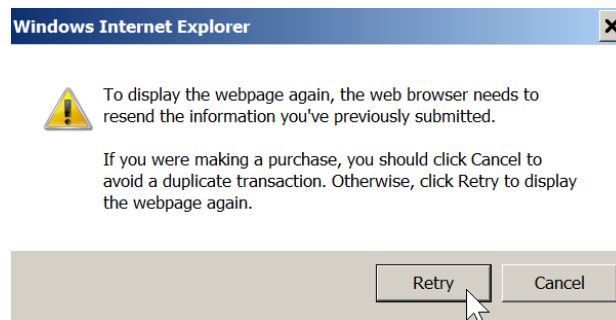
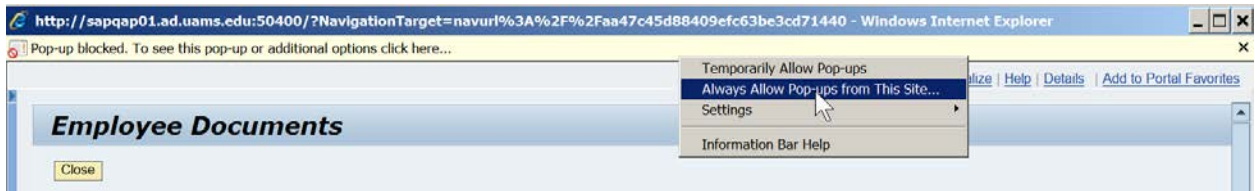
To get to this point refer to Unit 1, page 8.

**Step 1:** Locate your 90 Day evaluation which has a 'Substatus' of 'Employee Review'. In the column titled 'Appraisal Document Name', click on the blue underlined words '90 Day Evaluation'.

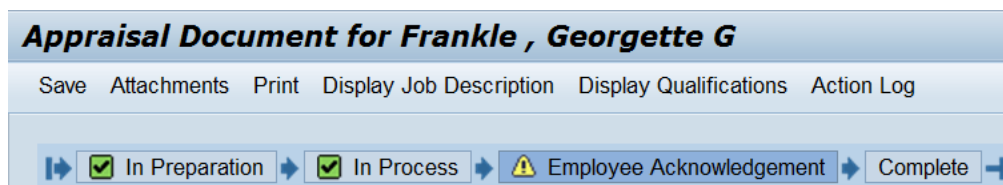
Employee Documents			
Close			
Status Overview (5)			
Show Quick Criteria Maintenance			
View: UAMS_View Edit Display Undo Offline Lock Export			
Appraisal Status	Substatus	Appraisee Name	Appraisal Document Name
In Process	Employee Review	Frankle , Georgette G	<u>90 Day Evaluation</u>
Completed		Frankle , Georgette G	<u>UAMS Performance Evaluation</u>
In Planning		Frankle , Georgette G	<u>UAMS Faculty Evaluation</u>



**Note:** Employee evaluations require pop-up capabilities. If a new window does not open it may have been blocked by a pop-up blocker. A notification usually appears at the top of the window, right click on the message line, and select the words, 'always allow pop-ups from this site'. If this doesn't work, hold down the control key on your keyboard and click on the blue underlined words '90 Day Evaluation'. You might also receive a 'Windows Internet Explorer' message, click on 'Retry'. If this does not work, please contact 'Ask HR' at 686-5650.



Your 90 day evaluation opens in a new window. At the top of this window, the evaluation status bar shows that your evaluation is in the 'Employee Acknowledgement' status. Below this are several boxes. **It is not recommended** you click on print. It will print the full document including some programming language. However, you have access to your evaluation 24 hours a day, 7 days a week by using the ESS program.



**Step 2:** You will have already met with your Manager/Supervisor before you sign-off on your evaluation. Scroll down until you see the words '2 Employee Acknowledgement' in bold letters. In the box to the right of 'Employee Acknowledgement', click on the drop down arrow and click 'Yes'. The chosen response of yes is an acknowledgement that your Manager/Supervisor has reviewed your evaluation with you. If you have any comments concerning your 90 day evaluation click in the box under the words 'Note Employee Acknowledgement' and type your comments.

**Appraisal Document for Frankle , Georgette G**

Save Attachments Print Display Job Description Display Qualifications Action Log

In Preparation In Process Employee Acknowledgement Complete

**Process Description**
Info

Employee Acknowledgement  
Employee will acknowledge the 90 day evaluation by selecting 'Yes/No' at the end of the evaluation.  
  
Rating Definitions:  
  
Exceeds Standards:  
Performance was clearly exceptional and greatly exceeded the standards and expectations of this position.  
  
Above Average:  
Performance exceeded the standards and expectations of this position.  
  
Satisfactory:  
Performance met the minimum standards and expectations of this position.  
  
Unsatisfactory:  
Performance was significantly below the minimum standards and expectations of this position.  
  
By selecting 'Save and Exit' below, the current entries will be saved and you will exit the document.  
  
Selecting 'Employee Sign-Off' will complete this evaluation.

**Administrative Data**

**90 Day Evaluation**

**90 Day Evaluation**  
This evaluation form should be completed on or up to the 90th day of employment with UAMS. If this form is not completed by the 90th day, this employee will be deemed to have satisfactorily completed their 90 day evaluation period.  
**Overall Score (manager to complete)**  
Performance Score: 2 Points  
Has completed 90 day evaluation period: Yes  
90 day evaluation period extended: No  
Will be terminated: No  
Note Evaluator Comments:  
I currently doing a great job and is very eager to learn.

**1 Individual Score**  
Performance Score: 2 Points  
**1.1 Application of Skills and Knowledge**  
Performance Score: 2 Satisfactory  
**1.2 Quality of Work**  
Performance Score: 2 Satisfactory  
**1.3 Productivity**  
Performance Score: 2 Satisfactory  
**1.4 Cooperation**  
Performance Score: 3 Above Average  
**1.5 Dependability**  
Performance Score: 2 Satisfactory

**How would you like to continue?**  
☒ Save and Exit Document  
☐ Employee Sign-Off  
Continue

**2 Employee Acknowledgement**  
Please acknowledge that you have received your 90 day evaluation.  
Employee Acknowledgement: \* Select a value  
Note Employee Acknowledgement: Select a value  
Yes  
No

**Step 3:** To the left locate the words 'How would you like to continue?' Click in the circle to the left of the words 'Employee Sign-Off' then click 'Continue'.

**How would you like to continue?**

☐ Save and Exit Document

☒ Employee Sign-Off

**Continue**

Completing this step automatically sends an email via Outlook to your Manager/Supervisor informing them you have completed your 90 day evaluation sign-off.

**Step 4:** The window closes and you are now back to the 'Employee Documents' window. The 90 day evaluation is now in the 'Completed' status. Click on 'Close' in the upper left of the screen to close this window.

**Employee Documents**

**Close**

Status Overview (4)

▼ Hide Quick Criteria Maintenance

Category Group ID:

Category ID:

Appraisal Template ID:

Employee:

Valid From: 01-01-2011 To: 12-31-2014

**Apply**

View: UAMS\_View | **Edit** | **Display** | **Undo Offline Lock** | **Export**

Appraisal Status	Substatus	Appraisee Name	Appraisal Document Na
In Review		Gay , Lisa G	<a href="#">Performance Eval Servic</a>
In Process		Gay , Lisa G	<a href="#">Campus Performance E</a>
Completed		Gay , Lisa G	<a href="#">Campus Performance E</a>
Completed		Gay , Lisa G	<a href="#">90 Day Evaluation</a>

**Step 5:** You are now back to the main ESS window. In the upper right of the window, to the left of the blue SAP logo, click on the blue underlined words 'Log off'. A confirmation window will appear, click 'Yes'. You are logged out of the ESS program.

me - Human Resource Ma...

Page ▾ Safety ▾ Tools ▾ ?

[Help](#) | [Log off](#) | **SAP**

**SAP NetWeaver Portal -- Webpage Dialog**

⚠ Are you sure you want to log off?

**Yes** **No**

Congratulations, you have completed your 90 day evaluation.

# Online Performance Evaluation

## Employee Instruction Sheet

The UAMS online performance evaluation system (OPES) is used to conduct 90 day and annual employee performance evaluations. These evaluations provide a method for measuring job performance, identifying strengths, areas for improvement, coaching, development, and recognizing achievements.

### Annual Employee Evaluation Process

1. Approximately two months prior to your review date, you will receive an email with a subject line of 'Annual Evaluation Self Assessment' notifying you that it is time for your annual review and requesting that you complete your self-evaluation.
2. Click on the link 'Click here for ESS' provided in the email.
3. Log into Employee Self Service (ESS) using your UAMS computer logon username and password. If you do not have one or don't know it, please contact the Help Desk at 686-8555.
4. In the 'Overview' section, click on the blue underlined words '[Career and Job](#)'.
5. Next, press and hold the Ctrl key and click on the blue underlined words '[Appraisal Documents](#)'.
6. This opens the Employee Documents page in a new window, maximize it. You will see a table near the center of the screen. Your evaluation will have a status of 'In Review'. Open the evaluation by clicking on the blue underlined words in the fourth column titled 'Appraisal Document Name'.
7. Complete your self-evaluation. Refer to Unit 2 in the '[Employee Participation Manual](#)', page 12.
8. The evaluation has five tabs. Begin with the first tab with the evaluation title. Check the 'Note Employee Job Title', verify it has your correct job title. The second tab is titled either 'UAMS Core Competencies', or 'UAMS Mission or Values' or 'Circle of Excellence'.
9. Rate yourself within each section and/or subsection using the drop down box to choose the appropriate rating. While scoring your evaluation click on 'Save' in the upper left. For reference the scoring information is to the left of the evaluation.  
If you or your manager gives a score of either '1' or a '4' supporting comments must be added.
10. Continue on to the third tab, 'Performance Expectations'. Continue to score yourself and add comments.
11. The fourth tab is titled, 'Goals for the year'. If goals were set, you will use the 'Employee Comment' drop down menu to choose if you 'Did Not Meet', 'Partially Met', or 'Met' the goal.
12. You can add comments in the 'Employee Comments' box and can upload any documents into the system to support your self-evaluation and/or to provide additional information by using the 'Attachments' button near the top of the screen.
13. When you are finished rating yourself and adding comments, click 'Save' which is to the upper left. Click in the circle beside 'Employee Self Evaluation Complete', and then click 'Continue'.
14. An email is automatically sent to your Manager/Supervisor informing them you have completed your self-evaluation.

15. Your Manager/Supervisor will complete their part of your evaluation and will schedule a meeting with you to review and discuss the evaluation.
16. When your evaluation meeting with your Manager/Supervisor is finished, you will need to sign-off on the evaluation to complete the evaluation process. You will receive an email with the subject line 'Employee Sign Off Notification'. Log into ESS and locate the document as you did when you completed your self-evaluation. Go to the last tab titled, 'Employee Sign-Off', click on the drop down arrow to the right of the words 'Employee Sign-Off' and choose 'Agree' or 'Disagree'. You can add any final comments or upload additional documents at this time.
17. Click in the circle beside 'Employee Sign Off' then click the 'Continue' button. This shows that you have met and reviewed the evaluation with your Manager/Supervisor and have signed off electronically. Refer to Unit 3 on page 21 in the 'Employee Participation Manual'.
18. Be sure to ask if job duties will change in the upcoming evaluation period. This is also the time to talk about any goals for the upcoming evaluation period.
19. Congratulations, your evaluation for this year is complete.

## **90 Day Evaluation Process**

1. Your Manager/Supervisor will meet with you and discuss your 90 day evaluation.
2. You will receive an email titled 'Employee Sign Off notification' open this email.
3. Click on the link '[Click here for ESS](#)' provided in the email.
4. Log into Employee Self Service (ESS) by using your computer logon username and password.
5. In the 'Overview' section, click on the blue underlined words '[Career and Job](#)'.
6. Next, press and hold the Ctrl key and click on the blue underlined words '[Appraisal Documents](#)'. This opens another browser window, maximize it.
7. You will see a table near the center of the screen. Open the evaluation by clicking on the blue underlined words '[90 Day Evaluation](#)' in the fourth column titled 'Appraisal Document Name'.
8. Scroll down to the bottom of the tab until you see the words 'Employee Acknowledgement'. You are required to choose either 'yes' or 'no' from the drop down box. Add any final comments in the 'Note Employee Acknowledgement' box.
9. Further to the left of your screen under the words 'How would you like to continue?' click in the circle beside 'Employee Sign-Off' then click 'Continue'.
10. Your sign off on the 90 day evaluation states that you met and reviewed the evaluation with your Manager/Supervisor.
11. Congratulation, your 90 day evaluation is now complete. In the 'Employee Documents' table the 'Status' now shows 'Completed'.